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**SECTION:** FOOD DELIVERY SYSTEM

**SUBJECT:** Checkstock Receipt and Distribution

**ITEM:** *Food Package Tailoring*

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<b>Policy</b>	Local agencies shall tailor a food package for a participant per the instructions stipulated below.
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<b>Basis for policy</b>	246.10 (b) (2) (iii)
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<b>Food package tailoring</b>	Local agencies shall <b>not</b> tailor food packages for any reasons other than those that are based on assessment of the participant's individual nutritional needs, medical conditions, or personal desires. Tailoring a participant's standard food package can only be done with the participant's consent. Food package tailoring based solely on a participant's category or ethnicity is <i>not</i> allowable. For example, among various ethnic groups, acceptance of milk, cheese, peanut butter and cereals varies with the degree of acculturation and age group. Food packages designed for specific ethnic/cultural groups of participants cannot be restricted to just those individuals. Local agencies should not make assumptions about food preferences of individuals based on appearance, category or cultural affiliation.
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<b>Determination of food package tailoring</b>	The local agency nutritionist/registered dietitian, or staff designated as a competent professional authority (CPA) or WIC Nutrition Assistant (WNA) by the WIC Branch may, when appropriate, tailor a participant's food package according to her/his individual nutritional needs by removing one or more individual food instruments or reducing the amount of an individual food item from the food prescription.
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The following are some examples of situations in which the nutritionist/registered dietitian, CPA or WNA may determine that tailoring an individual's food package is appropriate:

1. A combination breastfed/formula fed infant who does not require the full formula amount may be issued only as much formula as he/she is currently consuming or expected to consume before the next WIC appointment.

**Determinati  
on of food  
package  
tailoring  
(cont'd)**

2. A pregnant or lactating woman who reports lactose intolerance may be issued a low-lactose milk food package. However, if she does not want lactose-reduced milk, she may receive regular milk and add lactose enzyme to the milk. Some or all of the milk food instruments may be deleted from the food package, depending on the participant's preference.
3. A participant requests that certain food instruments be removed from the food package.

Local agencies shall not establish a policy for automatic tailoring of a breastfeeding food package for a woman who changes from exclusively breastfeeding to combination feeding her infant regardless of the amount of formula her infant receives.

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**Documenta-  
tion of food  
package  
tailoring**

Local agencies shall document the reason for and duration of food package tailoring in ISIS. It is recommended that the documentation be on the participant's individual nutrition education plan (INEP) screen or in the individual comments screen in ISIS. These comments will serve as documentation that food package tailoring has occurred.

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